



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 4400.4B

14

26 May 2015

NAVY RECRUITING DISTRICT NEW ORLEANS INSTRUCTION 4400.4B

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: VEHICLE MANAGEMENT AND TRAFFIC SAFETY PROGRAM

Ref: (a) COMNAVCRUITCOMINST 4400.1E
(b) OPNAVIST 5100.12J
(c) OPNAVINST 5102.1D
(d) DODINST 6055.04

Encl: (1) Vehicle Use Notification
(2) Request for Domicile-to-Duty & Domicile-to-Duty Log
(3) Driver Education and Training
(4) Vehicle Summary and Accident Report
(5) Vehicle Log Discrepancy
(6) Motor Vehicle Mishap Report
(7) Advance Mishap Notification
(8) Lost/Stolen Credit Card or License Plate
(9) Notice of Scheduled Vehicle Preventive Maintenance
(10) Completion of Vehicle Preventive Maintenance
(11) Quarterly Vehicle Safety Stand-down Report
(12) Traffic Safety Council Meeting for First Quarter FY(XX)
(13) Vehicle Log
(14) NRD New Orleans Vehicle Mileage Summary Sheet

1. Purpose. To publish policy and procedures for a Motor Vehicle Management and Safety Program at Navy Recruiting District, New Orleans per references (a) through (d).

a. Enclosure (1) contains definitions of traffic safety terms used in this instruction.

b. The terms "shall," "will," and "must" when used in this directive requires mandatory compliance. The terms "should," "may," and "can" are used to denote actions that are recommended but are not mandatory.

26 May 2015

2. Cancellation. NAVCRUITDISTNOLAINST 4400.4A.

3. General. Recruiting requires extensive use of government vehicles. Navy policy requires each command maintain an effective and aggressive Motor Vehicle Management and Safety Program. Motor Vehicle Management includes vehicle use logs ((NAVCRUITCOM FORM 11240/4), Domicile-to-Duty Log (NAVCRUIT FORM 11240/2). Vehicle safety and motor vehicle accidents cost Navy recruiting thousands of lost man-hours and funds each year and directly impacts the ability of the command to accomplish its mission. Management and Accident prevention is an all hands effort. The objectives for Navy Recruiting District New Orleans Motor Vehicle and Safety Management Program are:

- a. Provide proper training to all hands in the safe operation of motor vehicles to include defensive driving techniques.
- b. Create a high level of awareness of motor vehicle safety.
- c. Eliminate unauthorized use of government vehicles.
- d. Reduce lost man-hours resulting from motor vehicle accidents.
- e. Reduce government vehicle operating costs.
- f. Establish a sound traffic government vehicle safety program targeted towards a zero tolerance mishap environment.
- g. Effectively track government vehicle usage.
- h. Appoint the Command Vehicle Coordinator as the Traffic Safety Coordinator.

4. Responsibility.

a. Commanding Officer. The Commanding Officer is responsible for the Motor Vehicle Management and Safety Program at Navy Recruiting District New Orleans.

b. Traffic Safety Council. The Traffic Safety Council will meet quarterly. Membership will include the Command's Traffic Safety Coordinator (Chair), Vehicle Coordinator, XO and

representatives from each division. Additionally, any command personnel involved in a government vehicle mishap will serve as members of the council for one year from the date of the mishap. The topics discussed at each quarterly meeting will include:

(1) A summary of all vehicle mishaps which occurred during the preceding quarter and how each could have been prevented.

(2) Traffic Violations

(3) A summary of safety training conducted during the previous quarter.

(4) A summary of safety training scheduled for the upcoming quarterly stand-down.

(5) New safety initiatives which will be implemented during the upcoming quarter.

(6) Emphasis on personnel motorcycle and MOPED safety will be included due to the inherent danger to personnel while operating them.

c. Fault and no fault incidents or accidents. The following will be used to determine operator Fault and No Fault as well as consequences.

(1) At Fault accidents/incidents - Additional actions may be taken (pending litigation investigations).

(a) First offense. Government vehicle driving privileges removed for 30 days period and successfully complete four hour online GSA driving course.

(b) Second offense. Government vehicle driving privileges removed for 90 days. Member will conduct vehicle safety training for quarterly division safety stand-down.

(c) Third offense. Removal of government vehicle driving privileges for 1 year. Member will complete a pre-approved state sanctioned hands on driving course at own expense.

(d) Fourth offense. Permanently remove government vehicle driving privileges. Implement NJP process to determine further command actions to include fault transfer and financial responsibility for vehicle damage.

(2) Not at Fault accidents/incidents:

(a) First offense. Reviewed by Traffic safety council and preventative measures will be established on a case by case basis.

(b) Second offense. Successfully complete four hour on line GSA Driving course.

(c) Third offense. Government vehicle driving privileges removed for a two week period. Member will conduct vehicle safety training for quarterly division safety stand-down.

(d) Fourth offense. Removal of government vehicle driving privileges for 30 days. Member will complete a pre-approved state sanctioned hands on driving course at own expense.

(e) Fifth offense. Permanently remove government vehicle driving privileges. Implement NJP process to determine further command actions to include fault transfer and financial responsibility for vehicle damage.

(3) All accidents/mishaps/incidents will be examined on a case-by-case basis to review driving habits.

(4) Traffic Safety Coordinator. Traffic Safety Coordinator (4400.1E sec 716) will must be an E-7 or above and will be assigned as the traffic safety coordinator and will:

(a) Chair the traffic safety council.

(b) Keep all supervisors informed of motor vehicle mishap trends and recommend corrective action.

(c) Maintain those records, statistics and publications required to conduct and monitor traffic safety activities.

(d) Ensure distribution of promotional and educational materials/periodicals and develop additional materials as necessary.

(e) Implement the driver education and training program to provide traffic safety education.

(f) Ensure all motor vehicle accidents are investigated and reports submitted on time.

(g) Ensure that corrective action is taken whenever recommendations are made in connection with motor vehicle mishap investigations.

(h) Analyze motor vehicle mishap experience data, determine contributing factors and trends; initiate and monitor corrective or remedial measures.

(i) Conduct routine spot checks of vehicles for general safety condition. Implement procedures to ensure monthly safety inspections of each vehicle are conducted and documented via Section D NAVCRUIT 11240/4.

(j) Ensure that a motor vehicle safety note appears in each issue of the Plan of the Month.

(k) Initiate the mishap reporting and investigation process for each accident and monitor until complete. All mishaps or incidents involving government vehicles will be immediately reported as per references (a) and (c).

(5) Vehicle Coordinator. The Vehicle Coordinator is assigned to the logistics support department and is responsible for all vehicle assignments, compiling necessary information and reports of vehicle accidents and incidents. Ordering, preparing and distributing of new vehicles and processing of old vehicles. Validation and certification of monthly vehicle bills. The Vehicle Coordinator will:

(a) Recommend vehicle assignments to make the most efficient use of vehicles.

(b) Authorize vehicle request transfers and maintain records of vehicle assignments in order to trace misuse of vehicles to the responsible party.

- (c) Monitor fuel card program for fraud.
 - (d) Keep vehicle transfers to an absolute minimum.
 - (e) Inspect all vehicles assigned to headquarters once a month for general cleanliness and maintenance.
 - (f) Ensure all personnel driving government vehicles possess a valid unrestricted driver's license.
 - (g) Ensure all vehicles receive scheduled preventative maintenance.
 - (h) Receive and review vehicle logs and negative domicile to duty logs monthly.
 - (i) Spot check vehicle logs periodically to ensure they are being properly maintained.
 - (j) Check all vehicles periodically for damage, safety and cleanliness.
 - (k) Turn in excess vehicles to reduce monthly costs to the command.
 - (l) Conduct the NAVCRUITDIST's vehicle indoctrination program.
- (6) Supervisors. Supervisors, through daily contact with their personnel, will promote traffic safety consciousness and ensure that all individuals are kept informed of Commander, Navy Recruiting Command's policy regarding vehicles and safety. Supervisors include, but are not limited to, Department Heads, DIVOs, DLCPOs and LCPOs/LPOs. Specific responsibilities include:
- (a) Ensure strict compliance with all motor vehicle safety directives issued by the command or higher authority.
 - (b) Ensure assigned personnel conduct a complete safety inspection on each vehicle monthly (TAB 7M) Section D NAVCRUIT 11240/4. Discrepancies will be forwarded to the vehicle coordinator for disposition.
 - (c) Ensure personnel receive quarterly training on motor vehicle safety.

(d) Ensure personnel comply with regulations regarding the official use of government vehicles and Domicile to Duty.

(e) Ensure that vehicle logs (NAVCRUIT FORM 11240/2) are completed and correctly filled for all vehicles, each month and that every destination is properly logged on the utilization page.

(f) Ensure copies of all completed vehicles logs (NAVCRUIT FORM 11240/2), domicile to duty logs, vehicle mileage summary sheet (enclosure 14), fuel receipts, repair receipts, oil change receipts are uploaded to the Supply portal under vehicle logs to vehicle coordinator before the 5th working day following each month, with originals to be mailed to HQ: Attention Vehicle Coordinator, before the 20th of each month.

(g) Ensure all assigned personnel possess a valid driver's license and AAA training course before check in orientation.

(h) Ensure any damage, including vehicle accidents, vandalism and acts of God are reported immediately to the CDO and Vehicle Coordinator and Chain of Command.

(i) Ensure that both government license plates are on each vehicle daily and immediately reported to the Vehicle Coordinator if missing or if fuel card is missing (enclosure (8)).

(j) Ensure that new vehicle change outs at auctions are completed within 5 working days with exact vehicles specified being swapped out when ordered by Vehicle Coordinator.

(k) Ensure vehicle oil changes are completed every 7,500 miles and tires rotated every other oil change.

(l) Ensure personnel are not spending more than \$20.00 per month in vehicle cleaning.

(m) Ensure each vehicle's fuel card is used for fuel, essential vehicle repairs, preventative maintenance, and oil changes only.

(n) Ensure personnel are following direction from Vehicle Coordinator regarding vehicles.

(o) Ensure that all vehicles are brought into dealership for warranty repairs, including brake jobs, check engine lights, etc. and or recalls as directed by Vehicle Coordinator.

5. Navy's Risk Assessment Code (RAC).

a. All personnel operating a government vehicle will apply the Navy's RAC prior to operation. RAC's are based upon two categories which are Probability and Severity and are broken into subdivisions as follows.

Probability	Severity
A- Likely to occur immediately within a short period of time	I- May cause death, or loss Of facility/asset
B- Probably will occur in time	II- May cause severe injury, illness, property damage.
C- May occur in time.	III- May cause minor injury, illness, property damaged
D- Unlikely to occur.	IV- Minimal threat

b. When these categories are charted on the Risk matrix, they produce a RAC number that gives a picture of the overall risk associated with the government vehicle. The RACs are as follows:

- 1= Critical
- 2= Serious
- 3= Moderate
- 4= Minor
- 5= Negligible

PROBABILITY					
SEVERITY		A	B	C	D
	I	1	1	2	3
	II	1	2	3	4
	III	2	3	4	5
	IV	3	4	5	5

c. This risk assessment matrix is provided for your convenience to help you determine the RAC number. To give you an idea of how these RAC numbers apply to driving, you would use a RAC of 3 when you have bad weather, wet roads or heavy traffic. A RAC of 2 would be used if weather was so bad that visibility was limited to the point where you had trouble seeing the car directly in front of you or the roads or roads were covered with ice or snow and not yet cleared. RAC of 1 would be used if your car could be exposed to flooded streets, ice and or snow, hurricane or tropical storm force winds. RAC 1 would also apply to vehicles with flat tires, engine high temperature light or oil pressure light being on.

d. If it is determined you have a RAC of 1 or 2, YOU ARE NOT ALLOWED TO DRIVE THE AFFECTED VEHICLE.! Contact your immediate supervisor and wait until the condition is resolved or vehicle is checked or repaired prior to continuing the trip.

6. Safety regulations. All personnel operating government owned, including rental vehicles, people on TAD orders, will comply with references (a) through (c). Additionally, the following precautions will be taken:

a. No individual shall operate a government vehicle while consuming or within a period of eight hours after consuming any quantity of alcoholic beverages, or permit the operation of a government vehicle by any other individual who has consumed any alcoholic beverage within 8 hours (RAC2). Consuming or permitting the consumption of alcoholic beverage by any occupant of a government vehicle is prohibited. Operating a government vehicle within eight hours of consuming any alcoholic beverage will result in disciplinary action and immediate removal from recruiting duty and or lose of driving privileges.

b. The emergency/parking brake shall be engaged whenever a vehicle is left unattended.

c. The driver has the responsibility for maintaining the mechanical and cosmetic condition of the vehicle in their custody.

d. All drivers have the right and responsibility to ground a vehicle which they determine to be unsafe. No one shall be required to operate an unsafe vehicle.

e. When advised by your local news media, the state patrol and or local law enforcement that the roads and highways are considered hazardous and that non-emergency travel is not recommended, it is such drivers responsibility to determine if the conditions are safe for traveling to their destination. If the driver is on the road and this hazardous advisory is issued or if the driver determines that further travel is unsafe (RAC2), they shall notify the CDO for authority to remain in commercial lodging until the conditions improve. Special caution shall be exercised by all drivers during periods of adverse weather.

f. Individuals are morally and legally responsible for conducting themselves in a manner which will not endanger or cause injury to themselves or others. This is particularly important when operating motor vehicles where any traffic violations or mishaps Navy Recruiting District New Orleans personnel has had or may have an adverse impact on our recruiting efforts and upon relations with the public. All traffic violations will be brought to the attention of the Vehicle Coordinator.

g. All motor vehicle operators will immediately report any mishaps that they are involved in to the Vehicle Coordinator via CDO.

7. Vehicle safety stand down. A vehicle safety stand down will be conducted each quarter on a division wide basis. Each stand down will normally occur in conjunction with the scheduled division meeting. The format for each stand down will be issued at the quarterly Traffic Safety Council meeting from the Traffic Safety Coordinator to the division representative. All accomplished training will be forwarded to the Vehicle Coordinator. Areas to be covered:

a. A detailed discussion of all district vehicle mishaps that occurred over the last quarter and ways in which they could have been prevented.

b. A thorough inspection of every vehicle.

c. At least two safety stand-downs per year will use outside resources such as the state highway patrol, city police, or AAA representative.

d. Training aids, such as films, may be used if available .

8. Driver Education and Training Program. All personnel operating government vehicles, on initial check-in, will:

a. Complete or have completed the Navy E-Learning Driving for Life course. Those attending NORU receive training sufficient to meet this requirement; however, all others must receive this training from the Traffic Safety Coordinator.

b. Be briefed on mishap reporting procedures.

c. Complete a vehicle check with the Vehicle Coordinator.

d. Military or civilian personnel who have been determined to have been at fault in a traffic accident while operating a government vehicle are required to complete a Driver Improvement Program.

9. Reporting Vehicle Mishaps. Any incident or mishap involving a Government Vehicle **SHALL** be reported regardless of how minor it may seem. Standard reporting procedures for **ALL** mishaps/incidents to Government Vehicles are to be completed immediately as follows:

a. Member will check for injured personnel.

b. Call the local or state police for assistance and initiate a police report.

c. Call the Command Duty Officer first and then notify Division Officer/Division Chief and Vehicle Coordinator.

d. Complete the Motor Vehicle Accident Report (SF-91) and Witness Statement (SF-94) located in the glove box. Scan and email to Vehicle Coordinator within 3 days.

e. Take picture(s) of damage to government property and send to Vehicle Coordinator.

f. Obtain three estimates for repair within two days of incident/mishap. Member is required to submit all completed documentation within 72 hours (three working days) of mishap/incident to the Command Vehicle Coordinator via Logistics Supply Department.

10. Domicile to Duty.

a. The use of government vehicles is not authorized for transporting Navy or other personnel over all or any part of the route between their domiciles and places of employment except as specifically authorized for personnel engaged in field work. "Field work" refers to official business performed away from the regular duty station. Such use would be permitted on those instances where the recruiter is under temporary orders away from their duty station and where the use of the government vehicle is authorized in the orders as being the most advantageous to the government. Use of a government vehicle for domicile-to-duty transportation when not under temporary duty orders is permitted only when the necessity arises and it is considered most advantageous to the government to meet the mission requirement. Personnel must obtain advance approval and documentation for each use of this exception. Under no circumstances will domicile-to-duty authorization be granted for convenience.

b. No individual will be granted blanket permission to use a government vehicle between domicile and place of work except for NSW/NSO and Seal SPECWAR contractor with proper monthly approval letter signed by the Commanding Officer.

c. All personnel in custody of a government vehicle shall maintain detailed records, which includes mileage logs, the nature of government vehicle usage and each occasion when an individual is permitted to use a vehicle between domicile and place of duty. Supervisory personnel should review such records frequently to guard against abuse.

d. Advance approval by a responsible supervisor is required in each instance where domicile-to-duty use of a vehicle is considered essential to the performance of the recruiting station.

e. The DIVO/DLCPO will be responsible for accurately recording the nature, dates and time of such use. The Logistics Support Officer (LSO) or higher authority will review such logs to ensure compliance.

f. All personnel operating or as a passenger in a government vehicle shall use all safety devices and posted speed limits. Individuals cited for speeding are responsible for disposition of traffic violations, failure to do so could result in loss of privileges.

11. Motorcycle Operator Safety. Before operating any motorcycle, personnel shall successfully complete an approved rider or operator safety course. This training required excludes those operating motorcycles with sidecars and three-wheel motorcycles.

a. The safety course must include the following: the appropriate motorcycle safety foundation (MSF) or specialty vehicle institute of America (SVIA) or MSF-based state approved curriculum taught by a certified or licensed instructor; hands on training; and performance-based evaluation.

b. Personnel shall not be charged leave to attend training required by this instruction.

c. Failure to wear the PPE or comply with licensing or operator training requirements will be considered when making line of duty determinations if any injury results from a failure to comply with ref (d).

d. If riding a motorcycle, use the following checklist to assess your "preparation ride".

(1) Do you have the proper endorsements on your license to operate a motorcycle?

(2) Are your motorcycle registration, State inspection, insurance and base stickers current?

(3) Do you have all the REQUIRED personal protective equipment:

(a) DOT or SNELL approved helmet

- (b) Long trousers
- (c) Long sleeved shirt (minimum requirement)
- (d) Jacket designed for motorcycle riding
- (e) Full finger leather gloves
- (f) Hard sole shoes with heels that protect the ankle.
- (g) Protective eyewear

e. Before each ride, remember the pre-ride check:

Lights/horns, tires/wheels, fuel/oil, cables and suspension. Remember that the tire pressure is a critical part of the suspension. Inflate to manufacturer's recommendations.

f. Have passengers wear all the protective equipment and the same clothing specifically designed for motorcycle riding. Don't forget that you are responsible for their well being. ABOVE ALL, REMEMBER THAT ALCOHOL IN ANY AMOUNT, EXCESSIVE SPEED AND LACK OF TRAINING EACH ARE SINGULARLY DEADLY WHEN APPLIED TO MOTORCYCLING AND COMBINED ARE A SURE-FIRE METHOD OF BECOMING A TRAFFIC STATISTIC (RAC1).

11. Action. All personnel assigned to Navy Recruiting District, New Orleans may be required to drive a government vehicle during the course of their employment and must become familiar with the requirements of this instruction.

/s/
C. A. WYNTER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Vehicle Use Notification

From: Commanding Officer, Navy Recruiting District, New Orleans
To: (Name of Individual being notified.)

Subj: OFFICIAL USE OF GOVS

Ref: (a) DoD Directive 4500.36
(b) COMNAVCRUITCOMINST 4400.1E

1. Reference (a) implements Department of Defense (DoD) policy on the use of official GOVs. Reference (b) is COMNAVCRUITCOM instruction governing vehicle use.

2. Attention is directed to the following requirements:

- a. GOVs are for official use only.
- b. All occupants shall wear seat belts at all times.
- c. **No alcoholic beverage may be consumed in a GOV or within eight hours prior to operating a GOV.**
- d. Drivers of GOVs are subject to personal payment of citations levied by civil authorities for improper operation and parking of GOVs.
- e. Drivers must have a valid state driver's license in possession while operating a vehicle.

3. Domicile-to-duty use of a GOV is prohibited unless permission is received in advance from a designated supervisor per reference (b). While operating a GOV, all stops and transportation of passengers shall be strictly official.

4. Violations of references (a) and/or (b) form the basis for disciplinary action, loss of privileges, and legal action by civil courts for damages caused to others.

(CO's Signature)

Enclosure (1)

FIRST ENDORSEMENT

From: (Name of individual acknowledging receipt.)
To: Commanding Officer, Navy Recruiting District, New Orleans

1. On this date I have read and fully understand all of the requirements of references (a) and (b), including the following definition of official use. The term includes but is not limited to the following:

a. Transportation essential to the successful completion of a DoD function, activity, or operation.

b. Transportation of military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. Transportation of other individuals (e.g., hitchhikers, friends, family members) is prohibited unless the individual transported can be considered essential to the completion of the assigned mission.

c. Transportation of prospective military recruits may be provided in connection with interviewing, processing, and orientation.

d. The use of DoD-owned or controlled vehicles will not be authorized for the purpose of conducting personal business or engaging in other activities of a personal nature by military personnel, civilian officials and employees, members of their families, or others.

e. Use of GOV for transportation between my domicile and place of duty is prohibited without specific permission from my designated supervisor.

f. Vehicle operators are prohibited from using headphones, earphones, and cell phones, in GOVs while the vehicle is moving.

g. Use of Vehicle credit card is for use with GOV only to purchase regular unleaded and performance maintenance and **SHALL NOT BE USED TO PURCHASE FUEL FOR POV.**

h. These orders are punitive and violations are subject to disciplinary measures per the UCMJ.

(Signature)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Request for Domicile-to-Duty

From: (Name and Station of Requester)
To: Commanding Officer, Navy Recruiting District New Orleans

Subj: REQUEST FOR DOMICILE-TO-DUTY

Date/Time: 30 May 2008/1700

Reason/Applicant: Pick up applicant to transport to MEPS.
Applicant lives 20 miles west of station and five miles west
of my domicile.

Gov Vehicle: G20-0000

1. The amount of miles from assigned duty station to
domicile is approximately 15 miles.
2. Upon completion or within 24 hours of domicile-to-duty, I
will notify you of the actual mileage.

Very respectfully,

(Signature of Recruiter)

To: (Name of Requester)

Subj: DOMICILE-TO-DUTY

1. Domicile-to-Duty authorized (Use Sample on page 8-30)/
denied for (Date).

Designated Supervisor

Enclosure (2)

Domicile-to-Duty Authorization

From: Commanding Officer, Navy Recruiting District
To: (Individual being granted authority)

Subj: AUTHORIZATION TO USE GOVS FOR DOMICILE-TO-DUTY AND
RESTRICTIONS ON THE OPERATION OF VEHICLES

Ref: (a) DoD Regulation 4500.36
(b) OPNAVINST 5102.1
(c) COMNAVCRUITCOMINST 4400.1E

1. By virtue of your assignment to recruiting duty you are authorized to use GOVs in the performance of your official duties provided by references (a) and (b) that:

- a. You are engaged in official recruiting duties.
- b. You possess a valid, unrestricted state driver's license.

2. You are also authorized to use GOVs from your domicile to your duty station (domicile-to-duty) in the execution of your field work.

- a. The term "field work" is defined as recruiting evolutions which terminate after normal working hours or begin prior to normal working hours. If you will not be required to return to your normal base of operation, you are authorized to request an assigned vehicle to drive to your place of domicile.

- b. When you are involved in recruiting evolutions, wherein proceeding directly to that place of assignment or without reporting first to your normal place of operation is either a matter of necessity or expediency, you are authorized to request an assigned vehicle to drive to your place of domicile the working day preceding such engagement.

Subj: AUTHORIZATION TO USE GOVS FOR DOMICILE-TO-DUTY AND
RESTRICTIONS ON THE OPERATION OF VEHICLES

c. Recruiting personnel must obtain authorization from the Commanding Officer (or the designated representative) prior to each use of the vehicle for domicile-to-duty. The recruiter will annotate in the vehicle log as required in Ch 7, section 705.3b of reference (c).

3. While using GOVs you are subject to the following:

a. You are prohibited from consuming alcoholic beverages for eight hours minimum prior to driving GOV. FAILURE TO COMPLY IS A COURT-MARTIAL OFFENSE UNDER THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

b. You are subject to all state and local laws, rules, and regulations concerning the operation of a motor vehicle. You will be liable for prosecution under the UCMJ for the misuse of GOVs. Should your state driving privileges be revoked, your ability to perform required duties would be severely affected and could result in a recommendation for termination. Should your driver's license be revoked or suspended for any reason, discontinue operation of any and all GOVs. To operate a GOV without proper authority is a violation of existing regulations and directives. Repeated violations of local traffic laws, accumulation of an abnormal amount of traffic citations (determined locally), serious violations such as Driving While Intoxicated (DWI), hazardous driving, or reports of your unsafe operation of a vehicle, will result in the revocation of your driving privileges.

c. Vehicles shall be used to transport applicants only when suitable commercial transportation is not available. Transportation of individuals who are not primary applicants for enlistment/affiliation in the U. S. Navy and/or Navy Reserve, including hitchhikers, IS EXPRESSLY FORBIDDEN.

d. List any additional, local restrictions here and continue with subparagraphs until all restrictions are listed.

Subj: AUTHORIZATION TO USE GOVS FOR DOMICILE-TO-DUTY AND
RESTRICTIONS ON THE OPERATION OF VEHICLES

4. In the event that you are found to have caused permanent damage to a GOV due to negligence or an intentional act, you will be held liable for all costs to repair and restore that vehicle to the condition it was prior to the damage incurred.

5. You are directed to ensure that vehicles are maintained in such condition as to present a favorable appearance. When purchasing with the U. S. Government Fleet Services Card, remain within operation and maintenance guidelines as outlined in this instruction.

6. Domicile-to-duty usage of these vehicles is on a case-by-case basis and expected to be the exception, not the rule.

7. It is the intent of this authorization to preclude misuse of GOVs while allowing you the privilege of domicile-to-duty usage of a recruiting vehicle to promote efficiency and effectiveness in your recruiting duties. This privilege may be removed at any time for good and sufficient justification.

(CO's Signature)

FIRST ENDORSEMENT

From: (Individual being granted authority)
To: Commanding Officer, Navy Recruiting District, New Orleans

1. I have read and fully understand the intent and authorization of the basic letter and all references listed therein.

2. I further understand that any violation of the provisions of the basic letter could result in disciplinary actions against me and my being held responsible for any and all costs of repairs to the GOV and the property of the other parties involved.

(Signature of Recruiter)

Copy to:
Service Record

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

[illegible]

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Driver Education and Training

From: Vehicle Coordinator, Navy Recruiting District, New Orleans
To: Transportation Officer, Navy Recruiting District,
New Orleans

Subj: COMMAND PERSONNEL DRIVER EDUCATION AND TRAINING
PROGRAM

Ref: (a) COMNAVCRUITCOMINST. 4400.1E
(b) OPNAVINST 5100.12

1. Per reference (a), subject training was completed for
(Name of individual) on (Date). The following was
accomplished:

- a. Driver Safety Indoctrination.
- b. Briefed on Mishap Procedures.

(Signature)

Copy to:
Member's Training Record

Enclosure (3)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Vehicle Summary and Accident Report

From: Vehicle Coordinator, Navy Recruiting District New Orleans
To: Commander, Navy Recruiting Command, N42
Subj: (INSERT QUARTER AND YEAR HERE) VEHICLE MILEAGE AND
MISHAP REPORT

1. Total Vehicles onboard on last day of quarter: _____
 - a. GSA Vehicles: _____
 - b. NAVFAC Vehicles: _____
 - c. Commercial Lease Vehicles: _____
2. Total Miles driven for quarter: _____
3. Total Miles driven for fiscal year: _____
4. Incidents/Accidents for quarter: _____
5. Estimated Cost of Repairs for quarter: _____
6. Total Incidents/Accidents for fiscal year: _____
7. Estimated Cost of Repairs for fiscal year: _____
8. Domicile-to-Duty Miles for quarter: _____
9. Domicile-to-Duty Miles for fiscal year: _____

Enclosure (4)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Vehicle Log Discrepancy

From: Vehicle Coordinator, Navy Recruiting District New Orleans
To: Leading Chief Petty Officer (LCPO)/Leading Petty Officer
(LPO) (Location)
Via: Logistics Support Officer

Subj: VEHICLE LOG DISCREPANCIES FOR THE MONTH OF (INSERT
MONTH)

Encl: (1) Copy of Vehicle Log (NAVCRUIT Form 11240/4) for
Vehicle Number (Insert number)

1. Reference (a) requires a vehicle log be maintained on all vehicles. Enclosure (1) was received with indicated errors. It is required that you hold remedial training with your recruiters. The following breakdown of errors, with recommended corrective actions, is provided for your action.

() No Safety Inspection was performed. Each vehicle must be inspected as per enclosure (1) (daily, weekly, and monthly).

() Log crosses over two months. Logs are required to be closed out on the last day of each calendar month. Recommend training to ensure vehicle operators are aware of the requirement, and that the logs be verified with the driver prior to forwarding to supply.

() Credit card used, vehicle not operated. Credit card receipts submitted for purchase on dates when the vehicle was not driven. This is usually caused by the vendor not changing the date on the credit card imprinter. Recommend training for all drivers to log in ALL purchases at the time of purchase. If this is done, they will notice the incorrect date. This will allow the driver to line out the date and write the correct date on the receipt. Don't forget to annotate the odometer reading on the receipt when purchasing gas.

Enclosure (5)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Subj: VEHICLE LOG DISCREPANCIES FOR THE MONTH OF (INSERT
MONTH)

() No certification form LCPO/LPO. LCPOs/LPOs are required to sign the certification statement in Section C of enclosure (1) stating that a safety inspection was conducted and that the vehicle was used for official business only.

() Other: _____

Vehicle Coordinator

Copy to:
LCPO/LPO
CR/ROPS

Enclosure (5)

Motor Vehicle Mishap Report

From:

To:

Subj: MOTOR VEHICLE MISHAP REPORT (REPORT SYMBOL OPNAV
5102-4 (MV))

1. (Name, Telephone Number of Preparer).
2. (UIC of Reporting Activity).
3. (Local date, time and day of week mishap occurred).
4. (Geographic location (include city and state and whether on or off base. If on base, give name and UIC of installation on which mishap occurred)).
5. (Environmental conditions (weather, road conditions, etc.)).
6. (Identify all vehicles (including motorcycles and mopeds), year, make, model, and whether government owned or privately owned. For motorcycle and mopeds, indicate model and CC displacement).
7. (Identify All operators, by name, sex, age, marital status, duty status, last four social security numbers (except non-DoD personnel), officer designator, rank, rate, and civil service grade. Also, indicate if operator is non-DoD. Indicate the vehicle involvement (GMV/PMV) for each quarter.).
8. (Name and UIC of duty station of DoD operators if not same as reporting activity).
9. (For DoD operators only, indicate date and type of operator training completed, i.e., AAA Driver Improvement Program, Motorcycle Safety Program).
10. (Drug/alcohol/fatigue involvement. Indicate drug or alcohol blood content for each operator).

Subj: MOTOR VEHICLE MISHAP REPORT (REPORT SYMBOL OPNAV
5102-4 (MV))

11. (For the operator, indicate fatality or days hospitalized and lost workdays. Indicate permanent partial disability or permanent total disability. (If unknown, estimate)).

12. (Indicate safety devices used by the operator, i.e., safety belts, helmet, eye protection, etc.).

13. (Identify all passengers, pedestrians, bicyclists (when struck by a motor vehicle) killed or injured, by name, sex, age, marital status, duty status, social security number (except non-DOD personnel), officer designator, rank, rate, and civil service grade. Also, indicate if passenger, pedestrian, or bicyclist is non-DoD. (Indicate the vehicle involvement (GOV/POV) for each person killed/injured)).

14. (Name and UIC of duty station of DoD passengers, pedestrians, and bicyclists killed or injured if not same as reporting activity)

15. (Drug/alcohol/fatigue involvement. Indicate drug or alcohol blood content for each passenger, pedestrian, and bicyclist killed or injured)

16. Mishaps:

a. (GOV Mishap: For each passenger, pedestrian, or bicyclist involved in a GOV mishap, indicate fatality, days hospitalized, total lost workdays. Indicate permanent partial disability or permanent total disability. (Indicate the vehicle involvement (GOV/POV) for each person killed/injured)).

b. (POV Mishap: For each passenger, pedestrian, or bicyclist involved in a POV Mishap, indicate fatality, days hospitalized, total lost workdays, permanent partial disability or permanent total disability for DoD personnel

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Subj: MOTOR VEHICLE MISHAP REPORT (REPORT SYMBOL OPNAV
5102-4 (MV))

only. Provide information for non-DoD personnel killed or injured if mishap occurred on board a naval installation. (Indicate the vehicle involvement (GOV/POV) for each person killed/injured)).

17. (For each DoD passenger or pedestrian, indicate safety devices used, i.e., safety belts, helmets, eye protection, etc. When pedestrian, indicate if clothing light or dark, reflective tape used, if carrying light, etc.).

18. (Indicate DoD property damage, i.e., GOV, and other property. Cost to repair or replace, DoD man-hours to repair. If costs unknown, give estimate).

19. (Indicate cost of non-DoD property damage when caused by GMV mishap).

20. (Provide a brief narrative of the mishap including the major cause. Also provide any additional information for clarification if considered necessary)

(Signature)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Advance Mishap Notification

From: Commanding Officer, Navy Recruiting District New Orleans
To: Commander, Navy Recruiting Command N42
Subj: ADVANCE MISHAP NOTIFICATION

1. NAVCRUIT Station:
2. Vehicle Make, Model, and Tag Number:
3. Name of driver, Rate, Rank:
4. Driver last four SSN: xxx-xx-1234
5. Date/Time of mishap and weather conditions:
6. Location of mishap:
7. Police Report Generated (Y/N):
8. Injuries:
9. Name of POV driver:
Address:
Phone:
10. POV License:
Plate:
11. POV Insurance name:
Address:
Policy number:
Telephone number:
12. Damage estimate \$: GOV: _____ POV: _____
13. Location of damage vehicle:

GOV: _____
POV: _____

Enclosure (7)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

14. Cited party GOV: ___ POV: ___ Neither: ___
15. Vandalism (Y/N):
16. Brief Narrative of Mishap:

(** *ALL LINE ITEMS REQUIRE AN ENTRY* * *)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Lost/Stolen Credit Card or License Plate

From: Commanding Officer, Navy Recruiting District New Orleans
To: Fleet Management Center, St. Louis, MO

Subj: LOST/STOLEN CREDIT CARD OR LICENSE PLATE

1. The following information is provided regarding a
lost/stolen credit card or license plate:

Tag Number: (Insert Tag Number)

Agency and Address: (Insert Command and Mailing Address)

Credit Card: (Card Number) License Plate: (Plate Number)

Lost: _____ Stolen: _____

Lost/Stolen:

Date:

Place:

(Action taken to locate: Returned to station and searched
grounds and vehicle inside and out, but could not locate.

Last known user of vehicle/credit card: (Insert Name))

2. Please contact me at (XXX) XXX-XXXX if you have any
questions.

(Signature)

(Reviewing Official)

Enclosure (8)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Notice of Scheduled Vehicle Preventive Maintenance

From: Commanding Officer, Navy Recruiting District, New Orleans
To: Officer in Charge (OIC) Leading Chief Petty Officer
/Leading Petty Officer LCPO/LPO, Navy Recruiting
District, New Orleans (station)

Subj: NOTICE OF SCHEDULED VEHICLE PREVENTIVE MAINTENANCE

Encl: (1) GSA Form 3478

1. Vehicle number (Insert Vehicle Number) is due for maintenance (Inspection schedule 00-00200, inspection number 02 per enclosure (1)). **Complete required work within five working days of receipt of this letter.**

2. Upon completion, **annotate the mileage and date serviced in BLOCKS 14 and 15 on the GSA FORM 3478 then immediately mail to GSA.** The vendor retains the other copy for billing purposes.

3. Enter the mileage and cost of the preventive maintenance in **BLOCK 10 OF THE VEHICLE LOG.**

4. Notify THE Vehicle Coordinator upon completion of the preventive maintenance by endorsing the letter below and immediately returning it along with the vendor's original work order/receipt to Supply no later than the last working day of the month. Keep a copy of this letter and receipt for your records.

Do not wait until the end of the month to return this letter and the vendor's receipt to Supply.

Vehicle Coordinator
By direction

Enclosure (9)

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Completion of Vehicle Preventive Maintenance

From: LCPO/LPO, Navy Recruiting District New Orleans (Station)
To: Commanding Officer, Navy Recruiting District, New Orleans

Subj: COMPLETION OF VEHICLE PREVENTIVE MAINTENANCE

1. Vehicle number _____ was turned in for maintenance at
(Insert Repair Shop) on (Insert date). Speedometer reading was
(Insert reading). Maintenance completed on (Insert Date).

(Signature Date)

On _____ the preventive maintenance was entered in the
remarks section of the vehicle log.

Enclosure (10)

Quarterly Vehicle Safety Stand-down Report

MEMORANDUM

From: Division Officer
To: Vehicle Safety Coordinator
Subj: QUARTERLY VEHICLE SAFETY STANDDOWN REPORT
Encl: (1) Vehicle Inspection Discrepancy

1. Subject training was conducted on (Date of Training).
The following was accomplished:

a. A detailed discussion of all vehicle mishaps and ways they could have been prevented.

b. Enclosure (1) provides a thorough inspection of all vehicles by someone from a station other than which the vehicle is normally assigned.

c. Training aids used: _____

d. All division personnel were in attendance except as noted below:

NAME

REASON

(Print/Type Name)

(Signature) / (Date)

Enclosure (11)

VEHICLE INSPECTION DISCREPANCY

WINDSHIELD WIPERS	OP/INOP
WINDSHIELD WASHER FLUID	OP/INOP
HORN	OP/INOP
MIRRORS - INSIDE/OUTSIDE	OP/INOP
SERVICE BRAKE	OP/INOP
PARKING BRAKE	OP/INOP
HIGH/LOW INDICATOR	OP/INOP
EMERGENCY FLASHERS	OP/INOP
SEAT BELTS	OP/INOP
TURN SIGNALS	OP/INOP
BRAKE & TAIL LIGHTS	OP/INOP
REVERSE LIGHTS	OP/INOP
HEAD LIGHTS - HIGH/LOW BEAMS	OP/INOP
TIRE CONDITION	OP/INOP
WINDSHIELD CONDITION	OP/INOP
GLASS CLEAR & VISION	OP/INOP
SPARE TIRE	OP/INOP
JACK/LUG NUT WRENCH	OP/INOP
ROAD SIDE KIT	OP/INOP

Remarks: _____

Overall Cleanliness: _____ **Pass:** _____ **Fail:** _____

Vehicle Tag #: _____ **Mileage:** _____ **Driver:** _____

Inspected by: _____ **NRS/Division:** _____

Date: _____ **DIVO/LCPO Signature:** _____

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

Traffic Safety Council Meeting for First Quarter FY(XX)

From: Chairman, Traffic Safety Council, Navy Recruiting
District New Orleans.
To: Commanding Officer, Navy Recruiting District, New Orleans
Subj: TRAFFIC SAFETY COUNCIL MEETING FOR FIRST QUARTER
FY(XX)

Ref: (a) COMNAVCRUITCOMINST 4400.1D

Encl: (1) Review of Vehicle Mishaps

1. Per reference (a), the Traffic Safety Council met on (Insert date)
with the following personnel present:

Traffic Safety Coordinator Council Chairman: _____
Vehicle Coordinator: _____
Administrative Department Representative: _____
Operation Officer: _____
Division 1: _____
Division 2: _____
Division 3: _____
Division 4: _____
Division 5: _____
Division 6: _____

All at risk accident personnel (Accident <1Year)

2. The following items were discussed:

a. Minutes. The minutes of the previous session were read. All in
attendance approved.

b. Overview of all accidents. The vehicle mishaps listed in
enclosure (1) were reviewed. (Summary of accidents reviewed and
corrective action taken.)

c. Summary of Vehicle Training Held.

3. After the overview and training summary, the meeting was adjourned.

(Signature)

Copy to:
COMNAVCRUITREG (Insert Code)

Enclosure (12)

[illegible]

NAVCRUITDISTNOLAINST 4400.4B
26 May 2015

[illegible]

SECTION D - SAFETY INSPECTION					
EQUIPMENT/REQ. GENERAL SAFETY	OP	INOP/NON EQUIPMENT	EQUIPMENT/REQ. GENERAL SAFETY	OP	INOP/NON EQUIPMENT
S.F. 94 & GSA FORM 1627	<input type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS (COND & WORK)	<input type="checkbox"/>	<input type="checkbox"/>
WINDSHIELD WIPERS (COND & WORK)	<input type="checkbox"/>	<input type="checkbox"/>	DIRECTIONAL LIGHTS (WORK)	<input type="checkbox"/>	<input type="checkbox"/>
WINDSHIELD WASHER (WORKS)	<input type="checkbox"/>	<input type="checkbox"/>	TAIL & BRAKE LIGHTS (WORK)	<input type="checkbox"/>	<input type="checkbox"/>
HORN	<input type="checkbox"/>	<input type="checkbox"/>	BACK UP LIGHTS (WORK)	<input type="checkbox"/>	<input type="checkbox"/>
MIRRORS INSIDE & OUT	<input type="checkbox"/>	<input type="checkbox"/>	HEAD LIGHT HIGH/LOW BEAMS (WORK)	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE BRAKE (WORK)	<input type="checkbox"/>	<input type="checkbox"/>	TIRES (COND)	<input type="checkbox"/>	<input type="checkbox"/>
PARKING BRAKE (WORK)	<input type="checkbox"/>	<input type="checkbox"/>	GLASS CLEAR & VISION (COND)	<input type="checkbox"/>	<input type="checkbox"/>
HIGH/LOW INDICATOR (WORK)	<input type="checkbox"/>	<input type="checkbox"/>	MARKING DECALS (COND)	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY FLASHERS (WORK)	<input type="checkbox"/>	<input type="checkbox"/>	JACK & LUG WRENCH (COND & STOW)	<input type="checkbox"/>	<input type="checkbox"/>
POIC SIGNATURE:			POIC RANK/RATE AND NAME:		
OPERATOR'S CHECK LIST					
BEFORE OPERATION	DURING OPERATION		AFTER OPERATION	WEEKLY CHECK AND ACCOMPLISHMENT	
LIGHTS DAMAGE, PILFERAGE WINDSHIELD WIPERS BRAKE LEAKS - GENERAL PUBLICATIONS REQUIRED FUEL - OIL - WATER INSTRUMENTS SAFETY DEVICES	UNUSUAL NOISE STEERING INSTRUMENTS CLUTCH		LIGHTS SAFETY DEVICES	DRIVE BELT ANTI-FREEZE (WINTER ONLY) VEHICLE ACCIDENT KIT BATTERY WATER CLEAN (WASH)	
SERVICE OPERATION					
THE FOLLOWING VISUAL VEHICLE INSPECTION WILL BE PERFORMED AT EACH REFUELING OF A VEHICLE					
1. Engine oil (Check level and contamination)		5. Lights			
2. Battery		6. Instruments (proper operations)			
3. Fan belts		7. Tires including spare (pressure, cuts, foreign objects)			
4. Leaks (oil, fuel, exhaust)					
REMARKS					

NRD New Orleans Vehicle Monthly Mileage Reporting Summary Sheet						
For the Month of _____						
Date: _____						
From: _____						
To: NRD New Orleans VEHICLE COORDINATOR						
Subj: Vehicle and Domicile-to-Duty Mileage Reporting						
1. The following vehicles are at _____ with mileage as indicated below.						
2. All vehicle logs, receipts and <u>domicile-to-duty forms for miles actually driven</u> will be scanned and E-mailed to Vehicle Coordinator by the 5.th of the month at the latest. I have indicated any domicile-to-duty miles for CNRC reporting requirements. <u>This memo will suffice for negative DTD reporting requirements.</u>						
Vehicle Tag #	Vehicle Description	Domicile-to-Duty Mileage Reported	End of Month Miles	Beginning Mileage	Total driven this month	Additional Remarks (Borrowed from NRS ?)
Monthly Totals			#VALUE!	#VALUE!	#VALUE!	
Use this space for additional remarks						

By signature below , I certify that the domicile to duty mileage for the vehicles listed above is accurate. **A negative DTD mileage reporting will be satisfied in this reporting memo as required from each station for all reporting periods.**

If any vehicle was driven in a domicile to duty status, a domicile-to-duty log will be forwarded to the Vehicle Coordinator with the end-of-month reports, and the mileage so indicated on this sheet. **No Negative DTD reports will be required as indicated above on this form.**

_____ (Printed Name / Rate)	_____ Signature of DIVO /DLCPO
--------------------------------	-----------------------------------